

Retention and Classification Report

Agency: Department of Human Services. Office of the Child Protection
Ombudsman (2830)
Office of Child Protection Ombudsma
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Salt Lake City, UT 84116
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Records Officer Paul Schaaf

25505 Financial Information Network (FI-NET) payment records
24230 Investigation case files

AGENCY: Department of Human Services. Office of the Child Protection Ombudsman

SERIES: 25505

3

TITLE: Financial Information Network (FI-NET) payment records

DATES: 1999-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements. Records include payments made from the Offices of Services Review as well as those from the Office of the Child Protection Ombudsman.

RETENTION:

Retain 7 years after the end of the fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 07/15/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Human Services. Office of the Child Protection
Ombudsman

SERIES: 25505

TITLE: Financial Information Network (FI-NET) payment records

(continued)

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Office of the Child Protection Ombudsman

SERIES: 24230

3

TITLE: Investigation case files

DATES: 1999-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are in-house investigations initiated by requests received from the office of the Executive Director of the Department of Human Services and/or private citizens. They are conducted to determine if "...an act or omission committed by the Division [of Child and Family Services (DCFS)] with respect to a particular child is contrary to statute, rule, or policy; places a child's health or safety at risk; is made without an adequate statement of reason; or is based on irrelevant, immaterial, or erroneous grounds," (UCA 62A-4a-208 (3)(2001)). Information includes name of person(s) policy, or procedure being investigated; dates investigation began and closed; allegations; details of possible improprieties; name of investigator; investigation information that validates or invalidates the charges; recommendations of the investigator and ombudsman. May also include witness statements, portions of Child Protective Services (CPS) case reports and medical information.

RETENTION:

Retain 5 years after investigation is completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

AGENCY: Department of Human Services. Office of the Child Protection
Ombudsman

SERIES: 24230

TITLE: Investigation case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after investigation is completed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected.	UCA 63G-2-305(10)
Controlled.	UCA 63G-2-304
Exempt.	UCA 62A-4a-412 (2008).